

Caltrans Regional Administrative Officer

California State Personnel Board Specification

- **Schematic Code:** JY21
- **Class Code:** 8645
- **Established:** 10/03/1995
- **Revised:** --
- **Title Changed:** --

Definition

Under general direction, incumbents assist a Caltrans Maintenance Manager I or II, in a Maintenance Region of California Department of Transportation (Caltrans), with his/her work. Incumbents are responsible for planning, organizing, directing, and supervising the administrative services performed in a Caltrans Maintenance Region. Incumbents, acting as an expert resource to a Maintenance Region's Caltrans Maintenance Manager, provide technical expertise on the Region's administrative support activities including record keeping and fiscal monitoring for program control.

Distinguishing Characteristics

Assignments in this classification are in Caltrans Maintenance Region offices and require supervisor responsibilities over a small office staff.

Job Description

Incumbents will be responsible for planning, organizing, and directing the Region's administrative support functions including: reviewing and maintaining Management System Improvement (MMSI) reports and other related data bases; auditing supervisors' daily reports; monitoring time sheets for field personnel; serving as liaison with District Office or Administrative Service Center as applicable; performing necessary Region personnel-related responsibilities, such as enrollment for employee benefits, preparing documentation to fill vacancies, performing research on employee discipline and performance evaluation and other related issues for area superintendents and supervisors; preparing monthly and other required reports for the Maintenance Manager's review and the Department's maintenance program control; assisting in monitoring the Region budget including monitoring expenditures, maintaining a balance log and performing monthly reconciliations with Accounting and Resource Management; assisting in Region's program control including evaluating work performance and unit costs; monitoring material, service, and personnel budget allocations, providing recommendations to supervisor on adjustments and deletions based on Region needs; serving as the Region computer coordinator; composing correspondence as needed; assisting in developing the annual Region training plan and budget; assisting in the preparation of labor, material, and equipment estimates; preparing, processing, and monitoring requisitions for material, supplies, and services; assisting in initiating, monitoring, and processing contracts; assisting the Maintenance Manager and Area Superintendents in writing contract specifications including the solicitation of bids; supervising purchases and expenditures of the Region's allocated funds to achieve the intended objectives; providing billing information to vendors and assisting in resolving discrepancies; providing recommendations on the refinement and implementation of Region administrative procedures; in the absence of a higher authority, serves as the Region Manager, in the administration of the Region Office.

Minimum Qualifications

EITHER I

Experience: In the California state service, two years of experience performing the duties of an Office Technician (General) in the Caltrans Maintenance Program. and

Education: Completion of the equivalent of 12 semester units or equivalent quarter units in college courses in public or business administration, accounting, statistics, or a closely related field. (One year of additional qualifying experience may be substituted for the required education.)

OR II

Experience: Three years of experience in timekeeping, cost record keeping, or financial record keeping for an organization whose business includes maintenance of roadways, structures and appurtenances; or storekeeping or inventory record keeping for materials and equipment for maintenance work. [Experience in the California state service applied toward this requirement must include at least two years in a class with level of responsibility not less than Office Technician (General).] and

Education: Completion of the equivalent of 12 semester units or equivalent quarter units in college courses in public or business administration, accounting, statistics, or a closely related field. (One year of additional qualifying experience may be substituted for the required education.)

Knowledge and Abilities

Knowledge of: General business practices and methods with special reference to record-keeping methods including fiscal record keeping; general purchasing methods, controls and procedures; basic personnel procedures; terminology and kinds of equipment and materials used in maintenance work; modern office methods and equipment; basis for the issuance of transportation and encroachment permits; principles of effective supervision and training; and a supervisor's role in the Department's Equal Opportunity Program.

Ability to: Organize, coordinate, and accomplish a variety of business support functions; coordinate and accomplish office support activities; communicate effectively at a level required for successful job performance; apply record-keeping methods to attendance record preparation and documentation, equipment, materials, and cost records; learn radio operating techniques; operate office equipment such as typewriters, adding machines, calculators, facsimile machines, and office computers; gather, organize and summarize data; prepare clear and comprehensive reports; prepare correspondence independently; analyze situations accurately and adopt an effective course of action; independently complete a variety of assignments; supervise the work of others; and work effectively with the public.

Special Personal Characteristics

Speed and accuracy in making computations; ability to establish and maintain cooperative relations with those contacted in the course of the work; orderliness; and willingness and ability to accept increasing responsibility.

Additional Desirable Qualification

Familiarity with automated systems.

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